

Wyo. Stat. § 9-1-403(b)(v)

Read literally, the statute mandates that every contract for professional or other services must be reduced to writing and approved as to form by the Attorney General before the services are performed.

In practice and under A&I Procurement Policies an exception has been created: If the services do not cost more than \$1500.00, the agency need not execute a written contract. However, it is wise to use a written contract or obtain a written quote memorializing the terms of service.

Service contracts exceeding \$1500.00 must be in writing and approved as to form by the Attorney General's office before the services are performed.

The exception to this general rule: The Attorney General does not require a written contract if there is a legitimate emergency which exposes people or property to an obvious danger or risk.

Wyo. Stat. § 9-1-603(a)(viii)

Provides that the Attorney General will approve or disapprove any contract submitted for review within thirty (30) days of submission.

What is our standard of review for your contract?

Is this a legally enforceable document which accurately reflects the intent of the parties and contains the necessary requirements for a state contract?

Agency
has drafted an IT contract following
the guidelines found in
the AG Contract Manual.

Agency
submits IT contract to OCIO
for their review using
the Electronic Submission Form.

OCIO
conducts review and grants
approval of IT contract.

OCIO
forwards IT contract to Attorney General
for review and approval as to form.

Contract Unit
conducts review and approves
IT contract as to form.

Contract Unit
returns approved IT contract
to Agency for execution.

Wyoming Attorney General

~ Documents for Review ~

--Please complete this form for each contract and attach an electronic copy of the contract by using the browse button.--

This Contract Submittal Form is for use by authorized personnel. You will need to call the Attorney General Contracts Unit if you have not submitted a contract within the last six months. Phone: 307-777-6990

Submitter Name:

Email Address:

Contract With:

Amount (\$999.99):

Other contact info:

of Original Signed Documents: Return Via:

Contract Type: CHECK HERE IF ANY PARTY IS A TRIBAL ENTITY

THIS SECTION FOR IT CONTRACTS ONLY

Bid waiver document must be attached to this form along with agreement and statement of work. IT contracts are sent directly to the OCIO and will not be issued a contract number until the OCIO approves the contract and forwards it to the Attorney General's Office.

OCIO Due Date: Bid Process: RFP Number:

Is this an amendment to a previous IT contract?

If Yes, Contract #: Amendment #:

Please enter your Agency's IT person (or Person responsible for Contract):

Name: Phone:

Email:

Attach files below by using the browse button. Filenames CANNOT contain commas !!

If you have more than 5 attachments, please consolidate PDF files into single documents.

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

Comments:

Contract # 00057528

Email: bwuert@educ.state.wy.us Agency: Education, Dept. of
First Name: Brian Sub Agency: None
Last Name: Wuerth Phone: (307) 777-6748

Contract

Contract Description:

Contract Type: IT-Software(requires OCIO review)
Date Due: 2010-04-14
Status: Approved as to form
Assigned Attorney: Don Gerstein

Milestones

Submitted:

BPAM 2010-03-15 13:04:03

Last Updated:

BPAM 2010-03-16 11:31:29

Closed:

0-00-00 00:00

Contract Amount: 508650.000000 Return Via: Pick Up
Signatures Needed: 1 Original Contract #:
Contract With: Level One Technologies

Other Contract Info:

Client Comments: Approved by OCIO 3/15/10.

IT Contract Information Only

RFP #: OCIO Contract #: 10-0213
Bid Process: Bid Waiver OCIO Contact: crothw@wyo.gov
IT Amendment?: No OCIO Approval Date: 2010-03-15